



Department of General Services
Procurement Division
707 Third Street, 2nd Floor
West Sacramento, CA 95605-2811

State of California
CONTRACT NOTIFICATION
****NON-MANDATORY****

CONTRACT NUMBER:	1-08-75-04
DESCRIPTION:	Envelopes, Recycled Paper
CONTRACTOR(S):	Burks Printing
CONTRACT TERM:	08/01/2008 through 07/31/2010
DISTRIBUTION LIST:	Office of State Publishing Posted Electronically on http://www.pd.dgs.ca.gov/contracts/75-04.htm
STATE CONTRACT ADMINISTRATOR:	Christina Nunez (916) 375-4482 christina.nunez@dgs.ca.gov

Original Signed

Jim Butler, Deputy Director

Effective Date: **08/01/2008**

Contract (Non-Mandatory) 1-08-75-04
Contract Notification and User Guide

1. SCOPE

The State's contract with Burks Printing (contractor) is a non-mandatory contract that provides recycled envelopes at contracted pricing to the Office of State Publishing (OSP) in accordance with the requirements of Contract # 1-08-75-04. The contractor shall supply all recycled envelopes as identified in the contract and will be the primary point of contact for data collection, reporting, and distribution of recycled envelopes to the OSP.

The contract term is for two (2) years, and the State has the option to extend the contract for one (1) additional one (1) year period or portion thereof. Terms and conditions shall remain the same for the entire contract period including any extensions. Exercising the contract extension option shall be by mutual agreement between the contractor and the State. If a mutual agreement cannot be met the contract may be terminated at the end of the current contract term.

2. CONTRACT PRICING STRUCTURE

All pricing is listed on Attachment A, Contract Pricing.

3. CONTRACT USAGE/RULES

- A. The use of this contract is non-mandatory and may be utilized by the Office of State Publishing only.
- B. Ordering State departments must adhere to all applicable State laws, regulations, policies, best practices, and purchasing authority requirements, e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contract Manual Volume 2 and 3, as applicable.
- C. Prior to placing orders against this contract, State departments must have been granted purchasing authority by the Department of General Services, Procurement division (DGS/PD) for the use of the State's contracts. The department's current purchasing authority number must be entered in the appropriate location on each purchase document. Departments that have not been granted purchasing authority by DGS/PD for the use of the State's contracts may access the Purchasing Authority Application at <http://www.pd.dgs.ca.gov/deleg/pamanual.htm> or may contact DGS/PD's Purchasing Authority Management Section by e-mail at pams@dgs.ca.gov.
- D. State departments are required to have a Department of General Services (DGS) agency billing code prior to using this contract. DGS agency billing codes may be obtained by contacting the DGS billing code contact and providing the following:
 - State Department name
 - Contact name
 - Telephone number
 - Mailing address
 - Facsimile number and e-mail address

Email the required information to the following DGS billing code contacts:

- Marilyn.ebert@dgs.ca.gov and
- Wilson.lee@dgs.ca.gov

Contract (Non-Mandatory) 1-08-75-04
Contract Notification and User Guide

4. DGS ADMINISTRATIVE FEES

The DGS will bill State Departments an administrative fee for use of this contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS. (You may click on "DGS Price Book" at: <http://www.ofs.dgs.ca.gov/Price+Book/P/Purchasing.htm> for current fees.)

5. CONTRACT ADMINISTRATION

Both the State and the contractor(s) have assigned contract administrators as the single points of contact for problem resolution and related contract issues.

State Contract Administrator:	Christina Nunez
Address:	DGS/Procurement Division 707 Third Street, 2 nd Floor West Sacramento, CA 95605
Telephone:	(916) 375-4482
Facsimile:	(916) 375-4613
E-Mail:	christina.nunez@dgs.ca.gov

Burks Printing Contract Administrator:	Drue Burkhalter
Address:	Burks Printing 6400 Rushmore Drive. Sacramento, Ca 95842
Telephone:	(916) 344-0652
Facsimile:	(916) 348-8143
E-Mail:	drueb@sbcglobal.net

6. PROBLEM RESOLUTION

State departments and/or contractors shall inform the State's contract administrator of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, supplier performance, outstanding deliveries, etc.

7. PURCHASE EXECUTION

A. State departments must use the Purchasing Authority Purchase Order (Std. 65). An electronic version of the Std. 65 is available at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). All Purchasing Authority Purchase Orders (Std. 65) must contain the following:

1. Agency Order Number (Purchase Order Number)
2. Purchasing Authority Number
3. Ordering Agency Name
4. Agency Billing Code
5. Leveraged Procurement Number (Contract Number)
6. Commodity Code Number
7. Line Item number
8. Quantity
9. Unit of Measure
10. Product Description
11. Unit Price
12. Extension Price

Contract (Non-Mandatory) 1-08-75-04
Contract Notification and User Guide

13. Additional Requirements as needed

B. All State Departments will submit a copy of executed purchase documents to:

DGS - Procurement Division (IMS# Z-1)
Attn: Data Entry Unit
707 Third Street, 2nd Floor North
West Sacramento, CA 95605-2811

8. ORDERING PROCEDURE:

State departments must submit a Purchasing Authority Purchase Order (Std. 65) directly to the contractor.

There are three ordering methods available on this contract:

- U.S. Mail
- Facsimile
- Email

When using any of the three ordering methods, all State departments must conform to proper State procedures.

The ordering information is listed below:

Company Name: Burks Printing
Address: 6400 Rushmore Drive
Sacramento, Ca 95842
Facsimile: (916) 348-8143
Email: drueb@sbcglobal.net

9. ORDER ACKNOWLEDGEMENT

Within 48 hours, the contractor must confirm receipt of the purchase order either via e-mail or facsimile, providing the user a receipt acknowledging the order. The acknowledgement must include total cost and delivery date information.

10. MINIMUM ORDER

The minimum order shall be one pallet for each envelope.

11. SPECIFICATIONS

All products offered must conform to the attached State of California Bid Specification Numbers 7530-08BS-004 (Attachment B) & 7530-08BS-005 (Attachment C), dated January 2, 2008.

12. DELIVERY SCHEDULES

Delivery is to be completed in full within ten (10) days after receipt of order (ARO) for line items 1-8, 16 & 17. Delivery is to be completed in full within twenty one (21) days ARO for all other line items. Delivery shall be made to the Department of General Services, Office of State Publishing in Sacramento, California.

Contract (Non-Mandatory) 1-08-75-04
Contract Notification and User Guide

Note: In accordance with paragraph 15 of the General Provisions entitled "Delivery", the contractor shall strictly adhere to the delivery terms and completion schedule as specified in this solicitation. Failure to comply with the delivery requirements, as stated, may be considered a breach of contract and subject the contractor to General Provisions 26, entitled "Rights and Remedies of the State for Default".

13. FREIGHT ON BOARD (F.O.B.) DESTINATION

All prices are F.O.B. destination; freight prepaid by the contractor, to the ordering organization's receiving point. Responsibility and liability for loss or damage for all orders will remain with the contractor until final inspection and acceptance, when all responsibility will pass to the ordering organization, except the responsibility for latent defects, fraud, and the warranty obligations.

14. PACKAGING

Exterior Packaging is to show the contents and the order numbers (see Marking). All packaging is to conform to the applicable freight classifications, Surface Transportation Board, and/or postal regulations, and is to be of a quality to assure final deliver without damage to the contents.

All packaging and shipping shall conform to applicable Federal and State Regulations and conform to good commercial practices. The gross weight of each shipping carton shall not exceed 50 pounds. All shelf boxes and shipping cartons shall be of adequate crush strength to accommodate double stacking of pallets and be reusable for repackaging.

Envelopes shall be packaged as specified below:

Class 1 - Commercial & Official Envelopes

- Shelf Box: All envelopes shall be packed in 500 per shelf box, on long edge with the flaps folded, the open side of the envelope up (towards top of box) and facing the same direction.
- Shipping Carton: Envelope numbers 9, 10 and 11 shall be packed with 5 shelf boxes per shipping carton. Over size cartons holding 5 shelf boxes will not be acceptable.

Class 2 - Booklet Envelopes

- Shelf Box: Booklet envelopes shall be packaged on long edge, flaps folded, 500 per shelf box for 6" x 9-1/2" and smaller envelopes and 250 per shelf box for larger envelopes. Envelopes shall be packed all facing the same direction and flap folded with folded edge up.
- Shipping Carton: Booklet envelope numbers 9-1/2 (MCC 150024) and 10 (MCC150043) shall be packaged 2 or 4 shelf boxes per shipping carton.

Class 3 - Open End (Catalog & Clasp) Envelopes:

- Catalog envelopes shall be packaged on long edge, 500 per shipping carton with the flaps folded. Catalog envelopes shall be packed all facing the same direction and flap up.
- Clasp envelopes shall be packaged on long edge (**NOT** flat in the box), 250 per box, reversed every 50 with flaps extended.

Custom Window Envelopes, 6" x 9.5", MCC # 150061:

- Shipping Carton: All envelopes shall be packed in 500 per carton, on long edge with the flaps folded, the open side of the envelope up (towards top of box) and facing the same direction.

Custom Window Envelopes, 9" x 12", MCC # 150062:

Contract (Non-Mandatory) 1-08-75-04
Contract Notification and User Guide

- Shipping Carton: Booklet envelopes shall be packaged on long edge, flaps folded, 250 per corrugated cardboard section divider. There is no need for a removable self contained box with the 250 envelopes inside. Instead, the cardboard section divider is required to reinforce the shipping carton and reduce the possibility of any crushing of the 9" x 12" envelopes inside the carton.

15. MARKING

A packing slip shall accompany each shipment. Each pallet load shall be identified with the manufacturer's lot number. Each shipping carton shall be marked on one end with the following:

- Name of manufacturer
- Description
- Size
- Sub Weight
- Color
- Quantity
- MCC number
- Purchase Order and/or Contract Number

Lettering on labels shall be upper case, 3/8 inch height minimum and printed or stenciled in bold type.

16. DEFECTIVE MATERIALS

It is the policy of the Office of State Publishing (OSP) to return all defective materials to the contractor; however, it is not always possible to detect defective envelopes until they are actually running on the press. When defective envelopes cause equipment malfunctions and/or slower production speed, OSP will invoice the contractor for the lost production time cost at the then current industry standard rate as published by the Printing Industries of Northern California (PINC) and/or the Printing Industries of America (PIA).

The State reserves the right to off-set the lost production time cost against current invoices if the contractor has not credited the State account within 60 days of invoice.

A defective box of envelopes may be any of the following, but is not limited to:

- Count: Count is not within the count tolerance, -0, +10 envelopes per box
- Envelopes upside down or placed in a uniform reverse methodology in the carton
- Curled envelopes
- Envelopes with marks or spots
- Glued together envelopes
- Boxes or shipping containers of envelopes that have been crushed or are not reusable for repackaging
- Envelopes that deviate in any manner from the specification and the drawings

17. PALLETIZATION

All shipments shall be palletized. Pallets shall be 42L X 42W in accordance with the State of California Specification 3990-01A-01, dated January 2001 (Attachment D). Section 5 does not apply to this contract.

The cartons shall be interlocked stacked, and/or plastic film wrapped; or, if the cartons are not interlocked stacked, or plastic film wrapped, a corrugated fiberboard sheet, shall be placed between each tier and the pallet load banded four ways to minimize shifting of the cartons. There shall be no overhang (carton

Contract (Non-Mandatory) 1-08-75-04
Contract Notification and User Guide

extending past the edge of the pallet) of shipping cartons. The cartons shall be protected from cutting, crushing or breaking resulting from banding pressure.

The cartons shall be stacked no more than 4 cartons high and shall be capable of being double stacked without any crushing of cartons.

Maximum height of loaded pallet (including pallet) shall be 5 feet.

The cartons shall be palletized such that the pallet load contents can be identified from any of the four sides. All cartons on a single pallet shall contain the same identical product.

18. INVOICING

The contractor is to render invoices as instructed on individual orders. The contractor's invoice must include at a minimum:

1. Contractor's name, address and telephone number
2. State's contract number
3. Agency purchase order number
4. Item and commodity code number
5. Quantity purchased
6. Contract price and extension
7. State sales and/or use tax
8. Prompt payment discounts/cash discounts, if applicable
9. Totals for each order

The State's obligation to make payment pursuant to the contract is subject to availability of appropriation funds. Receipt of a contract/delegation purchase order under this contract is proof of funds for that order.

19. PAYMENT

Payment terms for this contract are net forty-five (45) days. Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927 etc. seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty-five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

20. PAYEE DATA RECORD

Each State accounting office must have a copy of the Payee Data Record (Std. 204) in order to process payments. Departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. Ordering departments should contact the appropriate contractor(s) for copies of the Payee Data Record.

21. CALIFORNIA SELLER'S PERMIT

The California seller permit number for the contractor is listed below. Departments can verify that the permits are currently valid at the following website: www.boe.ca.gov. State departments must adhere to the file documentation required identified in the State Contract Manual Volume 2 and Volume 3, as applicable.

Contractor Name	Seller Permit #
Burks Printing	99112388

Contract (Non-Mandatory) 1-08-75-04
Contract Notification and User Guide

22. RECYCLED CONTENT

State departments are required to report the purchase of virgin and recycled paper on a fiscal-year basis. Each envelope on this contract contains 30% postconsumer recycled content material (See attached Postconsumer-Content Certification).

Note: When executing a Std. 65, departments are reminded to check the "Recycle" column when the product being purchased is a reportable product as instructed in section 19 of the Std. 65 instructions.

23. SMALL BUSINESS/DISABLED VETERAN BUSINESS ENTERPRISE PARTICIPATION

The small business (SB) and disabled veteran business enterprise (DVBE) certifications and percentages for each contractor are listed below. Departments can verify that the certifications are currently valid at the following website: <http://www.pd.dgs.ca.gov/smbus/default.htm>.

Ordering departments shall confirm with the contractor the exact percentage amount of DVBE participation for each individual order.

Contractor Name	OSDS Certification #	SB Percent (%)	DVBE Percent (%)
Burks Printing	2346	100%	
Sub-Contractor Name	OSDS Certification #	SB Percent (%)	DVBE Percent (%)
H Markus & Company	475		10%

ATTACHMENTS

- Attachment A – Contract Pricing
- Attachment B – Envelopes Specification 7530-08BS-004
- Attachment C – Envelopes Specification 7530-08BS-005
- Attachment D – Wooden Pallet Specification 3990-01A-01
- Postconsumer Content Certification

Contract Pricing

Line Item	Unit	Commodity #	Description	Unit Price
1	MX	7530-775-0002-0	ENVELOPE # 10 PLAIN, INSIDE TINT, WHITE, SUB 24 MCC: 150072	\$12.80
2	MX	7530-000-0056-7	ENVELOPE # 10 PLAIN, INSIDE TINT, WHITE, SUB 24 MCC: 150003	\$12.80
3	MX	7530-775-0277-6	ENVELOPE # 10 RIGHT-HAND WINDOW, WHITE, SUB 24 MCC: 150064	\$19.05
4	MX	7530-775-0280-6	ENVELOPE # 10 WINDOW, INSIDE TINT, WHITE, SUB 24 MCC: 150006	\$15.90
5	MX	7530-775-0003-2	ENVELOPE # 11 PLAIN, INSIDE TINT, WHITE, SUB 24 MCC: 150066	\$20.05
6	MX	7530-775-0043-3	ENVELOPE # 11 WINDOW, INSIDE TINT, WHITE, SUB 24 MCC: 150067	\$21.15
7	MX	7530-775-0001-9	ENVELOPE # 9 PLAIN, INSIDE TINT, WHITE, SUB 24 MCC: 150063	\$12.80
8	MX	7530-775-0041-0	ENVELOPE # 9 WINDOW, INSIDE TINT, WHITE, SUB 24 MCC: 150065	\$19.10
9	MX	7530-775-0035-4	ENVELOPE, WARRANT, WINDOW, INSIDE TINT, WHITE, SUB 24 MCC: 150018	\$17.85
10	MX	7530-775-0072-0	ENVELOPE, CATALOG, MANILA, PLAIN, SUB 28 MCC: 150019	\$34.45
11	MX	7530-000-0057-9	ENVELOPE, BOOKLET, MANILA, PLAIN, SUB 28 MCC: 150024	\$51.15
12	MX	7530-775-0076-7	ENVELOPE, 10-1/2 CATALOG, MANILA, PLAIN, SUB 28 MCC: 150025	\$51.15
13	MX	7530-775-0078-0	ENVELOPE, 13-1/2 CATALOG, MANILA, PLAIN, SUB 28 MCC: 150026	\$56.15
14	MX	7530-775-0073-1	ENVELOPE, 1-3/4 CATALOG, MANILA, PLAIN, SUB 28 MCC: 150027	\$39.15
15	MX	7530-775-0103-6	ENVELOPE # 95, CLASP, MANILA, PLAIN, SUB 32 MCC: 150038	\$84.15
16	MX	7530-375-0119-2	ENVELOPE, BOOKLET # 10 PLAIN, WHITE, SUB 28 MCC: 150043	\$52.65
17	MX	7530-775-0002-0	ENVELOPE # 10 DUAL WINDOW, WHITE, SUB 24 MCC: 150053	\$19.05
18	MX	7530-775-0283-1	ENVELOPE # 6-1/2, WINDOW, WHITE, SUB 24 MCC: 150059	\$22.90

19	MX	7530-775-0284-3	ENVELOPE, CUSTOM, WINDOW, WHITE, SUB 28 MCC: 150061	\$23.38
20	MX	7530-775-0285-5	ENVELOPE, CUSTOM, BOOKLET, WINDOW, WHITE, SUB 28 MCC: 150062	\$68.20



STATE OF CALIFORNIA

Bid Specification Envelopes, Mailing

Attachment B
7530-08BS-004

1.0 SCOPE

This specification describes the minimum requirements for mailing envelopes.

2.0 SPECIFICATIONS AND STANDARDS

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3.0 REQUIREMENTS

3.1 **Classification**: Envelopes shall be of three classes and three styles as specified.

Classes:

Class 1: Commercial and official envelopes suitable for automatic addressing, inserting and sealing. Class 1 may be of diagonal/executive or diamond style seam only.

Class 2: Open side, booklet envelopes suitable for automatic addressing, inserting and sealing. Class 2 shall be side seam.

Class 3: Open end clasp and catalog envelopes suitable for mailing bulky inserts with center seam.

Types:

Style P: Plain (without window)

Style W: Window with window covering

Style O: Open Window without window covering

3.2 **Material:**

3.2.1 **Recycle Content Requirement**: Envelopes shall be manufactured with paper which has at least 30% of post-consumer materials per Public Contract Code (PCC) § 12161, December 31, 1998.

3.2.2 **Paper Stock**: Envelopes shall be made from bond, Kraft and Manila. Manila stock may be alkaline base. Ground-wood pulp is not acceptable.

The envelopes shall be provided in material, color, and weights for envelope Classes 1, 2, and 3 as specified below and in IFB.

Basis weight will be determined by Technical Association of the Pulp and Paper Industry TAPPI T-410. Using ream size 17" x 22" (431.8 x 558.8 mm), 500 sheets as follows:

Envelope Class	Material	Color	Basis Weight Pounds (±5%)
1,2	Bond/Wove	White	24
1,2	Bond/Wove	White	28
1,2,3	Manila	Manila	28
3	Manila	Manila	32
1	Kraft	Brown	28
3	Kraft	Brown	32

- 3.2.3 **Adhesive:** Adhesives used for envelope production shall be in conformance with current envelope industry standards. Flap dry gum shall be standard moisture activated type unless self-seal adhesive is specified in IFB.
- 3.2.4 **Clasp:** Clasp shall be made of metal, surface coated.
- 3.2.5 **Window Material:** On style "W" envelopes, window shall be polystyrene plastic and shall perform satisfactorily in high-speed automated mail sorting equipment.
- 3.2.6 **Style:** Style P envelopes without window and Style O envelopes with open window shall be one piece construction. Style W envelopes shall be two piece construction, body and window. On Style W envelopes, window patches shall be firmly sealed at top or leading edge. Window shall be of clear transparent polystyrene plastic and free of any wrinkles or waviness. Window shall have corner radius of $3/16" \pm 1/16"$.
- 3.3 **CONSTRUCTION:** Basic envelope configurations are shown in Diagram 1 through 9. White envelopes shall have security tint as specified in the IFB.

Note: Drawings are not to scale. All tolerances $\pm 1/16"$ unless otherwise specified.

3.3.1 **Class 1 - Commercial and Official Types**

- Envelopes shall be available in Style P, W, or O, and sizes as specified in IFB and shall be of designs shown in diagram # 1, 2, & 3.
- Envelope seams shall be firmly sealed with no excess glue at seam edges. Seams shall be sealed to within $3/16"$ to $1/16"$ of top of seam. Envelopes shall lie flat without curling.
- Executive/Diamond style seam envelopes, side panels or flaps shall not overlap at center seam and throat depth shall be maximum $1-3/4"$ (see diagram 1).

- d) Diagonal/Commercial (rounded flap) seam envelopes, flap dry gum line shall have "split- seal" gum (see diagram 2).
- e) Flap shall be gummed to within 3/4" from edge of envelope. Gum line depth shall be at minimum 3/8" except for last inch at ends which may be tapered. When an empty envelope is sealed, there shall be minimum 1/16" unsealed margin along top of back side of envelope (see diagram 1).
- f) At 3/4" (19.1 mm) from edges, there shall be 3/16" \pm 1/16" clearance from flap fold to top of the back side of envelope. When an empty envelope is sealed, flap tip shall be minimum 1-1/2" from bottom of envelope (see diagram 1).
- g) Flap depth shall be 1-1/4" to 2-5/16". Monarch envelope shall have sharp or pointed shoulders and tip.

3.3.2 Class 2 - Open Side, Booklet

- a) Envelopes shall be of side seam design as shown in diagram # 4 & 8 and be available in sizes as specified in the IFB.
- b) Envelope seams shall be firmly sealed with no excess glue at seam edges. Envelopes shall lie flat. Seams shall be sealed to within 3/16" to 1/16" of top of seam.
- c) Gum line shall be "controlled" such that side seam will not be sealed to flap. Side seams shall have adhesive line within 1/8" of top edge of back and within 1/4" of inner edge of side seam.
- d) Top edge of side seam shall be even with or 1/16" above top edge of back panel.
- e) Flap shall be gummed to within 1-1/8" from edge of envelope. Gum line depth shall be 5/8" minimum, except for last inch at ends, which may be tapered. When an empty envelope is sealed, there shall be minimum 1/16" unsealed margin at throat and sides. On side seam except the straight flap and back envelopes, throat depth shall be 9/16" \pm 1/16".
- f) Ear flap shall be at least 15/16" wide.
- g) MCC 150043 only; At 3/4" from edges, there shall be 3/16" \pm 1/16" clearance from fold to top of side seam. The flap depth shall be 2" \pm 1/16"
- h) MCC 150059 only: At 3/4" from edges, there shall be 3/16" \pm 1/16" clearance from fold to throat. The flap depth shall be 1-3/8" \pm 1/16"

3.3.3 Class 3 - Open End (Clasp & Catalog)

- a) Class 3 envelopes shall be provided with metal clasp and be designated as clasp envelope. Metal clasp shall not be provided if an open end/catalog envelope is

specified in IFB. Envelopes shall be available in Style P only and in sizes as specified in IFB.

- b) Envelopes shall be open at end with center seam minimum 1/2" wide.
- c) Bottom seam depth shall be at minimum 3/4". Center seam shall be sealed to within 1/8" of clasp base.
- d) Flap shall be scored for folding and shall be gummed to within 1" from edge of the envelope.
- e) Last inch (25.4 mm) of gum may be tapered at both ends. When an empty envelope is sealed, there shall be minimum 1/16" margin at throat and sides. Maximum throat depth shall be 3/4". Gum line depth shall be minimum 7/8".
- f) Metal clasp shall be positioned on center seam overlap. Clasp hole on flap shall be 5/16" \pm 1/16" in diameter. Upper edge of hole shall be at least 1/4" away from topmost edge of flap.

3.4 Performance:

- 3.4.1 Class 1 and Class 2 envelopes shall be suitable for automatic addressing including printing or application of printed labels, automatic insertion of material, and automatic sealing.
- 3.4.2 Class 1 and 2 envelopes shall comply with automated sorting equipment guidelines of U.S. Postal Service Publication 25 and shall perform satisfactorily (Not more than 1 jam per 2500 for letter size envelopes and not more than 1 per 500 for booklet envelopes) with all automated mail production equipment in use by State of California.

3.5 Workmanship:

- 3.5.1 Envelopes shall be product of good workmanship in accordance with recommendations of Envelope Institute of America Standards. Envelopes shall be free from defects that degrade appearance, performance, or serviceability.



STATE OF CALIFORNIA

Bid Specification Envelopes, Custom, Mailing

Attachment C
7530-08BS-005

1.0 SCOPE

This specification covers two (2) custom window envelopes required for high speed mail inserting and mechanical sorting.

2.0 SPECIFICATIONS AND STANDARDS

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3.0 REQUIREMENTS

3.1 Material:

3.1.1 **Recycle Content Requirement:** Envelopes shall be manufactured with paper which has at least 30% of post-consumer materials per Public Contract Code (PCC) § 12161, December 31, 1998.

3.1.2 **Paper Stock:** Envelopes shall be made from bond paper with a 28 lb. basis weight. The Basis Weight is defined by Technical Association of the Pulp and Paper Industry TAPPI T-410. Using ream size 17" x 22" bond paper; 500 sheets will weigh 28 pounds.

3.1.3 **Adhesive:** Adhesives used for envelope production shall be in conformance with current envelope industry standards. Flap dry gum shall be standard moisture activated type.

3.1.4 **Window Material:** Window material shall be polystyrene plastic and shall perform satisfactorily in both high-speed mail inserting and automated mail sorting equipment.

3.2 **Construction:** Detailed envelope configurations are shown in diagram # 10F, 10B, 11F,&11B, (F=Front View, B=Back View)

Parameters	Requirements/MCC #150061	Requirements/MCC #150062
Paper	28 lb. Bond	28 lb. Bond
Flap	Diagonal Style	Side Open
Seam	Diagonal	Side
Material	Wove Bond	Wove Bond

Width	6"	9"
Inside Tint	Security Tint (blue or cyan)	Security Tint (blue or cyan)
Length	9-1/2"	12"
Flap Depth	1-5/8"	1-3/4"
Gum Depth (remoisten able glue)	1/2"	3/4" by 9-3/4"
Window Material	Polystyrene Plastic	Polystyrene Plastic
Window Size	2-5/8" x 4-1/4"	3-1/4" x 4-1/4"
Window from Left	7/8"	7/8"
Window from Bottom	2-1/2"	8"
Detailed Drawing	Diagram #10F& 10B	Diagram # 11F &11B

3.2.1 Envelope seams shall be firmly sealed with no excess glue at seam edges.

3.2.2 Seams shall be sealed to within 3/16" to 1/16" of top of seam.

3.2.3 Envelopes shall lie flat without curling.

Additional requirements for Envelope #150061(diagram #10F & 10B):

3.2.4 Side panels or flaps shall not overlap at center seam and throat depth shall be 7/8" \pm 1/16".

3.2.5 Flap shall be gummed to within 3/4" from edge of envelope. Gum line depth shall be at minimum 1/2" except for last inch at ends which may be tapered.

3.2.6 When an empty envelope is sealed, there shall be minimum 1/16"unsealed margin along top of back side of envelope.

3.2.7 At 2-3/4" from edges, there shall be 1/2" \pm 1/16" clearance from flap fold to top of the back side of envelope. When an empty envelope is sealed, flap tip shall be 4-3/8" from bottom of envelope.

3.2.8 Flap depth shall be 1-5/8".

Additional requirements for Envelope #150062 (diagram # 11F & 11B):

- 3.2.8 Side panels or flaps shall not overlap at center seam and throat depth shall be maximum 1/4".
- 3.2.9 Flap shall be gummed to within 1-1/2" from edge of envelope.
- 3.2.10 Gum line depth shall be at minimum 3/4" except for last inch at ends which may be tapered.
- 3.2.11 When an empty envelope is sealed, there shall be minimum 1/4" unsealed margin along top of back side of envelope (see diagram #11B).
- 3.2.12 At 1" from edges, there shall be 1/4" \pm 1/32" clearance from flap fold to top of the back side of envelope. When an empty envelope is sealed, flap tip shall be 7-1/4" from bottom of envelope.
- 3.2.4 Flap depth shall be 1-3/4".
- 3.3 **Styles:** Both window envelopes shall be of two piece construction, body and window. Window patches shall be firmly sealed on all four (4) sides. Window shall be of clear transparent polystyrene plastic and free of any wrinkles or waviness. Window shall have corner radius of 3/16" \pm 1/16".
- 3.4 **Performance:** Envelopes shall be suitable for automatic application of printed labels, automatic insertion of material, and automatic sealing. These envelopes shall comply with automated sorting equipment guidelines of U.S. Postal Service Publication 25 and shall perform satisfactorily (Not more than 1 per 500 for booklet envelopes) with all automated mail production equipment in use by State of California.
- 3.5 **Workmanship:** Envelopes shall be product of good workmanship in accordance with recommendations of Envelope Institute of America Standards. Envelopes shall be free from defects that degrade appearance, performance, or serviceability.

STATE OF CALIFORNIA SPECIFICATION PALLETS, WOODEN

1 SCOPE

This specification covers pallets intended for use with low lift pallet trucks or forklift trucks.

2 SPECIFICATION AND STANDARDS

Specifications and standards referenced in this document in effect on the opening of the Invitation for Bid form a part of this specification where referenced.

3 REQUIREMENTS

3.1 Material

The pallets shall be constructed from nominal size standard or better (West Coast Lumber Inspection Bureau, Standard Grading Rules for West Coast Lumber) grade Douglas Fir, Hemlock, Larch or Hem-Fir. The stringers shall be S4S and the decking S4S or S1S2E (re-

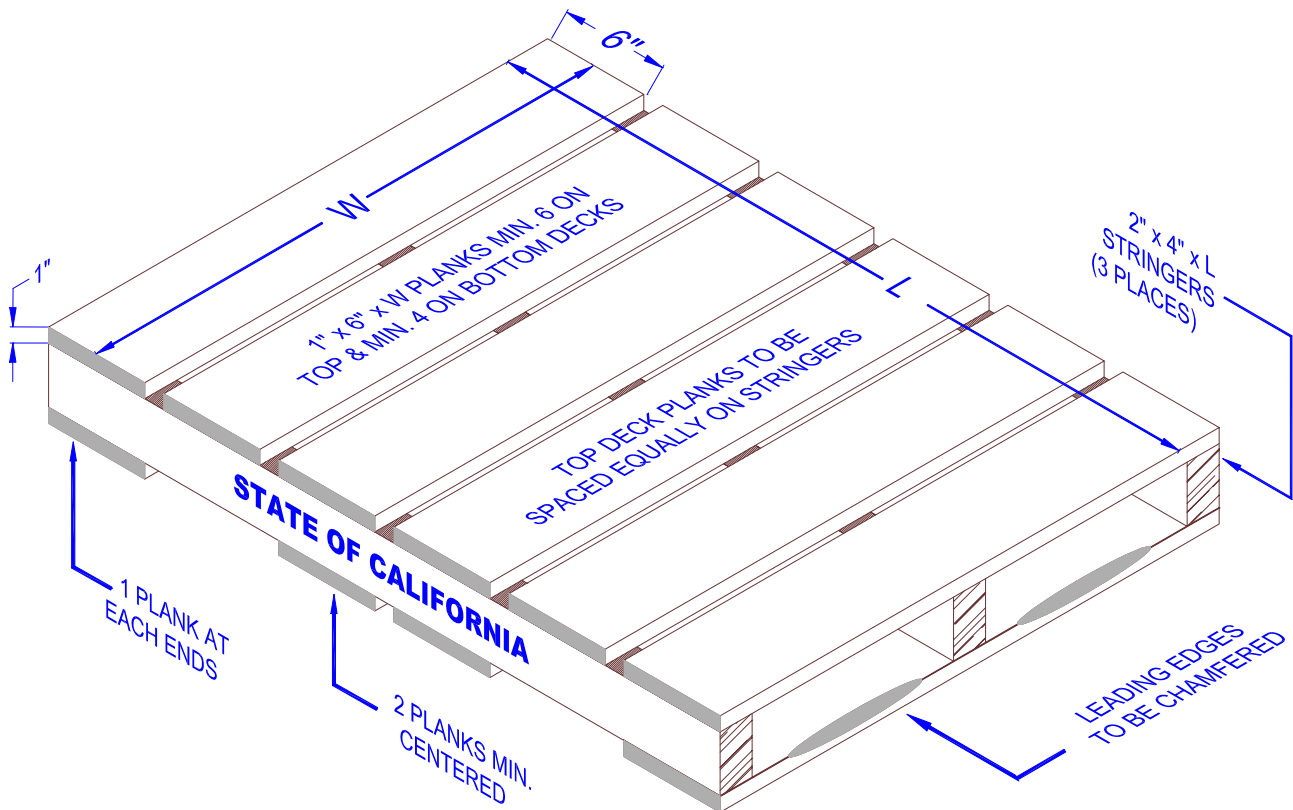


FIG. 1 - TYPE 2
WOODEN PALLET

sawed) with no edge knots. Sawed side is to be assembled to the inside of the pallets. Fastening shall be accomplished with 2¼ inch (+1/16 inch) 7 penny flat head drive screws (helical threaded nail) or 2¼ (+1/16 inch) #10 wire gauge annular ring nails as recommended in Specifications and Grades for Warehouse. Permanent or Returnable Pallets of West Coast Woods as published by the National Wooden Pallet and Container Association (Specifications and Grades, NWPCA).

3.2 Non-Standard Duty-Cycle Pallets

When specifically requested by the user, pallets may be manufactured using pine, oak or ash woods.

3.3 Construction

Pallet type and construction shall comply with Specifications and Grades, NWPCA. The pallets shall be Grade "Quality" (QAL).

The decking shall be secured with 3 nails or screws at each surface of contact with the stringer. Nails shall not be within ½ inch of deck-board edges or another nails.

All leading and outside edges of the bottom deck shall be chamfered. The chamfers shall be at least 12 inches long and shall be cut on an approximate 35 degree angle to the face so as to leave an edge adjacent to the chamfer not less than ¼ inch nor more than ½ inch from the outer

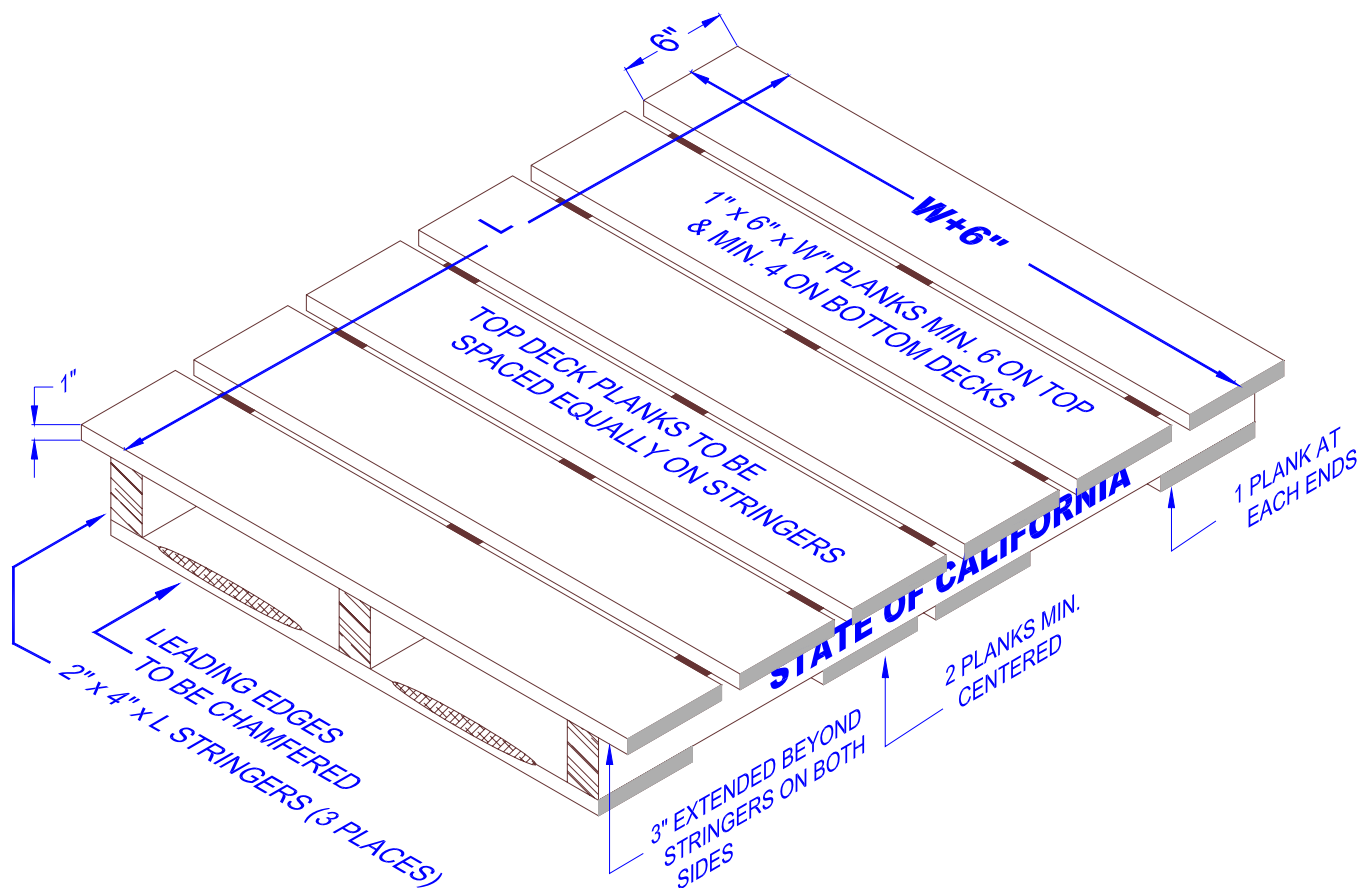


FIG. 2 - TYPE 4
SINGLE WING WOODEN PALLET

edge of the deck-board. The chamfer shall extend to within 3 inches of the stringers. Pallet configuration shall comply with table below.

COMMONLY USED PALLET TYPES & SIZE			
SIZE	TYPE	TOP DECK	BOTTOM DECK
1	2 (Fig. 1)	42"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width	42"L x 36"W Min. Four 1" x 6" x 36" boards. One placed each end of the stingers Two at center of the stringers
2	2 (Fig. 1)	42"L x 42"W Six 1" x 6" x 42" deck-boards, spaced evenly along the pallet width	42"L x 42"W Min. Four 1" x 6" x 42" boards. One placed each end of the stingers Two at center of the stringers
3	2 (Fig. 1)	44"L x 44"W Six 1" x 6" x 44" deck-boards, spaced evenly along the pallet width	44"L x 44"W Min. Four 1" x 6" x 44" boards. One placed each end of the stingers Two at center of the stringers(Fig. 1)
4	2 (Fig. 1)	45"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width	45"L x 36"W Min. Four 1" x 6" x 36" boards. One placed each end of the stingers Two at center of the stringers
5	2 (Fig. 1)	46"L x 44"W Six 1" x 6" x 44" deck-boards, spaced evenly along the pallet width	46"L x 44"W Min. Four 1" x 6" x 44" boards. One placed each end of the stingers Two at center of the stringers
6	2 (Fig. 1)	48"L x 48"W Six 1" x 6" x 48" deck-boards, spaced evenly along the pallet width	48"L x 48"W Min. Four 1" x 6" x 48" boards. One placed each end of the stingers Two at center of the stringers
Note: SIZE 1, TYPE 4 - has a single wing applied to top deck.			
1	4 (Fig. 2)	42"L x 36"W Six 1" x 6" x 36" deck-boards, spaced evenly along the pallet width with 3" wings extending beyond the stringers outboard faces	42"L x 30"W Min. Four 1" x 6" x 36" boards. One placed each end of the stingers, Two at center of the stringers

4 SAMPLING AND INSPECTION

This commodity will be sampled and inspected for compliance to this specification as deemed necessary. Sampling and inspection by attributes will be in accordance with ANSI/ASQ Z1.4 1993, Sampling Procedures and Tables for Inspection by Attributes. An inspection lot is defined as one delivery to one agency at one time.

4.1 Workmanship

The pallets shall be free from defects as outlined under Grade "Quality" (QAL) in the "Specifications and Grades", NWPCA.

5 MARKING

Each pallet shall be marked (two places), "**STATE OF CALIFORNIA**". Marking shall be easily readable, in black letters and on outboard faces of stringers.

Postconsumer-Content Certification

To be completed by the State agency	
State Agency:	
Purchasing Agent:	PO #:
Phone:	E-mail:

The State Agency Buy Recycled Campaign (SABRC) is a state mandated program that requires the reporting of all purchases made within 11 specified product categories. All state agencies are required to verify the recycled-content of all products purchased within each of these categories.

All businesses shall certify in writing to the contracting officer or his or her representative the minimum percentage, if not exact percentage, of postconsumer recycled-content (PCRC) material in the products, materials, goods, or supplies offered or sold to the State regardless of whether the product meets the minimum content requirements specified in law (see reverse side). The certification shall be furnished under penalty of perjury. The certification shall be provided regardless of content, even if the product contains no recycled material. A State agency may waive the certification requirement if the percentage of postconsumer material in the products, materials, goods, or supplies can be verified in a written advertisement, including, but not limited to, a product label, a catalog, or a manufacturer or vendor Internet website.

Contractor/Company Name Burks Printing
Address PO BOX 41244 SAC CA 95841 Phone 916 3440652

Purchase Order # RFQ # RFP # IFB # Cal Card Order #	Item #	Product or Services Description	¹ Percent Postconsumer Recycled- Content Material	² SABRC Product Category Code	Meets SABRC
56623	All	Solicitation 56623 - All products	30%		
		within this solicitation number	30%		
		contain 30% postconsumer	30%		
		recycled materials	30%		
			30%		
			30%		

Public Contract Code sections 12205 (a) (1), (2), (3) and (b) (1), (2), and (3)

Pursuant to Public Contract Code 12205(a)(1), I certify under penalty of perjury under the laws of the State of California that the above information is true and correct.

Drue Burkhalter Drue Burkhalter General Mgr. 5/28/08
 Print Name Signature Title Date

(See footnotes on the back of this page.)